



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND  
UNIT 23203  
APO AE 09263

AERGD

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedures for Command Supply Discipline Program

1. General: The Command Supply Discipline Program (CSDP) is a commanders program designated to assist commanders, directors, and supervisors in carrying out supply systems responsibilities in the supply system from the user through the command level. This Standing Operating Procedures (SOP) prescribes the objectives, policies, and procedures for establishing and maintaining the 21st Theater Support Command (TSC).
2. Scope: SOP applies to all unit/activities assigned or attached to 21st TSC.
3. Purpose: To increase awareness of supply and conditions at all levels within the command. The program should be used to identify supply problems so that corrective action can be taken to improve supply discipline and thereby increase mission effectiveness.
4. Objectives:
  - a. Promote supply economy consciousness.
  - b. Emphasize asset control, including timely asset reporting.
  - c. Identify and process excess property.
  - d. Ensure compliance with Department of the Army (DA) and United States Army Europe (USAREUR) policies and procedures.
  - e. Identify systematic supply problems, thereby permitting correction.
  - f. Ensure care, safeguard, storage, and maintenance of equipment and supplies.
  - g. Ensure supply and maintenance personnel are not incorrectly assigned.
  - h. Train personnel on their responsibilities towards equipment and supply.

AERGD

SUBJECT: Standing Operating Procedures for Command Supply Discipline Program

- i. Ensure that waste, fraud, and abuse does not exist.
- j. Encourage management ideas and concepts and improved supply discipline.

5. Policy: The implementation of the CSDP as outlined in this Standing Operating Procedure and AR 710-2, appendix B, will be carried out by the CSDP coordinators appointed for the 21st TSC subordinate elements. It is the responsibility of every commander to familiarize themselves with established requirements and ensure supervisors incorporate these requirements into their daily operations.

6. Explanation of Terms:

a. Supervisory Personnel: All individuals in a position of responsibility whose job involves supply operations for the United States Army Force Structure. This applies to officers, warrant officers, NCO and civilians.

b. Supply Economy: The conservation of material by every individual dealing with Army supplies to ensure that only the proper item in the necessary amount is used to accomplish a task.

c. Supply Discipline: The compliance with established DA and USAREUR regulations to effectively administer supply economy.

d. CSDP: A four fold program addressing the following:

(1) Responsibility for commanders and supervisory personnel to instill supply discipline in their operations.

(2) Guidance for evaluating supply discipline.

(3) Feedback through command and technical channels for improving supply policy and for improving procedures to monitor supply discipline.

(4) Follow-up to ensure supply discipline is maintained.

e. Repeat Finding: A discrepancy of noncompliance noted from a previous evaluation and unresolved beyond the established suspense date.

f. Requirements Listing: A compilation of existing regulatory requirements as a single source listing organized by level of responsibility or function. (Table B-1 through B-6, AR 710-2).

AERGD

SUBJECT: Standing Operating Procedures for Command Supply Discipline Program

7. Responsibilities:

a. The 21st TSC Commander will:

- (1) Appoint in writing a CSDP monitor for the 21st TSC.
- (2) Ensure commanders adhere to the commands established procedures/guidelines.

b. 21st TSC CSDP monitor will:

- (1) Assist the commander with the establishment and utilization of the CSDP.
- (2) Using the requirements listing for regulatory requirements, evaluate and review the 21st TSC supply operations to ensure the CSDP is followed.
- (3) Reviewed the results of the brigades the 21st TSC CSDP evaluations in order to identify supply strengths and weakness throughout the command.
- (4) Keep the commander informed as the status of supply discipline and CSDP.

c. Subordinates CSDP coordinates will:

- (1) Using the requirements listing for regulatory requirements, evaluate and review supply operations to ensure the CSDP is followed.
- (2) Keep the local command and the 21st TSC CSDP executive agent informed as to the status of supply discipline and CSDP.

d. Directors, Property Book Officers (PBO), Supervisor and Company Commanders will:

- (1) Apply their personal interest and direction necessary to establish an effective CSDP.
- (2) Review the requirements listing, as applicable, and become familiar with regulatory requirements.
- (3) Use the listings as a guide in establishing personnel training requirements in the routine performance of their duties.



AERGD

SUBJECT: Standing Operating Procedures for Command Supply Discipline Program

(4) Report to higher headquarters any applicable requirements within the listing that can not be completed.

8. Requirements Listing: (AR 710-2, Appendix B)

a. Each level of command will review the requirements listing and make the necessary additions to account for any uniqueness within their operations.

b. The requirements listing is organized into six tables according to level of responsibility. The tables outline the various supervisory responsibilities along with reference to appliance regulations.

(1) Table B-1 list user level (hand receipt holder) responsibilities.

(2) Table B-2 list PBO responsibilities.

(3) Table B-3 list requirements for parent organization of the user and PBO levels.

(4) Table B-4 list requirements supply activities providing direct support to user PBO's.

(5) Tables B-5 list requirement for supply activities general support to Direct Support Unit's.

9. Evaluation: Command level is required to evaluate the immediate lower level of operations.

a. CSDP monitors:

(1) The CSDP monitor are required to evaluate the subordinate supply operations within their areas of responsibility for compliance with established policy.

(a) Provide supervisors with feed back on their supply discipline performance.

(b) Identify supply problems and resolve difficulties before they become serious.

(c) Determine if resolutions of past findings are complete and appropriate.

(2) Maintain a file of evaluations to record:

AERGD

SUBJECT: Standing Operating Procedures for Command Supply Discipline Program

(a) Date of evaluation.

(b) Organization being evaluated.

(c) Findings and associated suspense dates.

(d) Repeat findings.

(3) Maintain reports on a minimum of two evaluations per organization.

(4) When findings of noncompliance are due to circumstances beyond the control of the evaluated organization, then the command level conducting the evaluation is responsible for taking such a finding to the level capable of resolving the discrepancy.

b. User level:

(1) Supervisor (commanders and managers) are primarily expected to utilize the CSDP to police their own operations. The most effective means of ensuring supply discipline is to have an internally self-administered program practiced on a routine basis.

(2) At this level, the CSDP requires no more than what is already expected. The normal recordings of inventories, inspections, etc. are still required.

(3) At the completion of an evaluation, the evaluated supervisor will determine a suspense date (get well date) for each finding to establish when each discrepancy will be resolved.

(4) The supervisors' chain of command is authorized to grant extensions to the established suspense dates.

c. Frequency of Evaluation:

(1) At the user level, supervisors fulfill their responsibilities as directed by their chain of command. The frequency of their internal evaluation is as desired.

(2) The parent organization will conduct formal evaluations on periodic basis as depicted in AR 710-2, Appendix B, Table B-7.

d. Procedures for Evaluations:

AERGD

SUBJECT: Standing Operating Procedures for Command Supply Discipline Program

(1) The organization is evaluated. Personnel undergoing the evaluation may make on-the-spot corrections.

(2) Evaluators will record findings on each applicable requirement listing entry. The results will be reviewed to determine if past discrepancies were resolved. Unresolved and repeat finds will be noted.

(3) The organization supervisor will be briefed on findings at the completion of each evaluation. For each finding the supervisor will establish, during the out briefing, a suspense date for resolution of each discrepancy.

(4) The evaluated organization will be provided copies of each evaluation made under CSDP. The copies will specify any noncompliance findings along with respective suspense dates determined by supervisor. The evaluator will retain a copy of the evaluation and use it to follow up on corrective actions during the next periodic evaluation.

(5) The supervisor is required to utilize evaluation results to improve on operations.

(6) Repeat findings require chain of command notification and assistance.

(7) If major problems with procedures or policy are surfaced during a CSDP, these findings will be evaluated to the appropriate level capable of resolving the issue.

10. Reference:

- a. AR 700.84, (chapter 13)
- b. AR 710-2, (chapter 1)
- c. AR 735-5
- d. AR 11-1
- e. AR 11-2
- f. DA PAM 710-2-1, (chapter 12)
- g. DA PAM 710-2-2, (chapter 11)

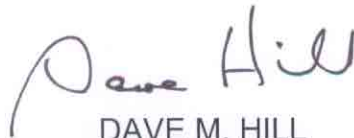
AERGD

SUBJECT: Standing Operating Procedures for Command Supply Discipline Program

11. The point of contact for this action is Mr. Glasper, 484-7440 and/or Mr. Salgado, 484-8261.

12. FIRST IN SUPPORT!

FOR THE COMMANDER:

A handwritten signature in dark ink, appearing to read "Dave Hill". The signature is stylized with a large, sweeping initial "D" and a cursive "Hill".

DAVE M. HILL  
Colonel, GS  
Assistant Chief of Staff, G4